

DD/P

72-0878

28 FEB 1972

MEMORANDUM FOR: Deputy Director for Plans

THROUGH : DDP/OP

SUBJECT : Retirement Affairs Unit Responsibility
for Clandestine Service Reservists

1. This memorandum outlines for your approval the concept of the expanded Retirement Affairs unit.

2. The unit, already established as a part of the Clandestine Service Personnel Staff, is concerned with the processing of the many forms and papers relating to the retirement status of Clandestine Service personnel, with helping "D" careerists to resolve problems and questions about retirement, and with the preparation of special reports and other supporting documents required by personnel management authorities. The unit's activities bring it into daily contact with the operating components and with various offices in the Support Directorate. It is a logical extension of the services already provided by the unit to expand its functions to include the following:

a. Maintenance of a list of Clandestine Service reservists who have been nominated for reserve status by their components and who have indicated their willingness to be called upon to perform special tasks for which regular staff personnel are not available or required. There is an evident need for such persons to carry out special assignments -- keeping safehouses, , writing Agency history, providing foreign language competence, etc. -- and therefore the need for the means to identify them and establish contact with them. The reservists should include former professionals who can be recalled in adequate numbers to constitute task forces addressed to specific, perhaps emergency, situations.

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b. Correspondence between the Clandestine Service and the reservists. Through the medium of semi-annual letters originated in the Retirement Affairs unit, reservists will have a vehicle for keeping Headquarters informed of their current situation and activities. This periodic contact [redacted] will afford the reservists the opportunity to ask questions or to pass along information as they may desire. It is anticipated that from time to time reservists will communicate to Headquarters material of potential interest [redacted] or other operational components. It will be the responsibility of the unit to insure that such information is passed along immediately to the appropriate Clandestine Service office. There is also a morale factor inherent in the correspondence with former employees who would appreciate periodic contact with the Service.

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[redacted]

who have retired in this area and who are about to retire to give us this information. A sampling of what we have collected thus far is being checked by ISD against their records. After we have an idea of the volume of data involved and the degree to which the information is already available from existing Clandestine Service records, we will be able with ISD help to form a recommendation for the most efficient storage and retrieval of the material. It may be that the requirement can be handled by modification of existing systems and that a separate machine program will not be needed.

3. We propose the following criteria for the selection of reservists:

a. Candidates should be in grade GS-11 or above and members of the Clandestine Service Career Service.

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b. In general, candidates should be nominated by their operating component. However, if there is good reason for it, officers who have not been nominated by their home offices may be recommended by another office, subject to the concurrence of the home office. Systems experts from the SIPS Task Force and CI Staff are ready to assist in setting up a form which an operating component can use to recommend an officer for reserve status. In the interests of efficiency, we will want the form so designed that it will be useable for computer input purposes.

c. Candidates should be cleared with the Office of Security, Central Cover Staff, and the Special Activities Staff of the Office of Personnel.

d. The selection criteria should be flexible enough to allow reserve status for individuals who may not meet the criteria in paragraph 3a. above but who have exceptional skills which may be of use to the Agency. Further, it should be permissible to name as reservists qualified personnel who are resigning from the Agency but who make known their willingness to be of future assistance to the Clandestine Service.

e. It is assumed that reservists who accept special tasks or assignments for the Agency will be reimbursed for their services within the provisions of Agency regulations governing contract employment.

4. With regard to the number of former personnel projected for reserve status, it is our opinion that certain inherent factors will keep within manageable limits the number in such status at any given time. We expect the annual input to be well below one hundred persons. In calendar year 1971, for example, there were 116 voluntary and mandatory retirements among Clandestine Service employees in grade GS-11 and above. For reasons such as age, health, attitude, or performance record, many of the retirees were not appropriate candidates for reserve status. Experience already has shown that normal attrition will act to maintain the number of reservists at a fairly constant level. To begin with, it seems appropriate to terminate reserve status when an annuitant reaches age 65. Beyond that, an increasing incidence of health

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problems and deepening involvement in other pursuits take their toll. Experience has also shown that as time passes, there is a gradual loss of interest in maintaining one's reserve status. It is our estimate that we should not exceed a total of persons in reserve status at any one time.

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5. We already know from our limited experience that there are very real problems in maintaining a roster of reservists. For one thing, annuitants tend to be highly mobile and unpredictable in their plans. While this speaks well for their vitality and range of interests, it compounds the communications problem. Another problem is the occasional tendency of operating components to neglect following through after they have set in motion the process of identifying and selecting former employees for projected assignments. Sometimes the need for outside assistance has fallen through but the component has not let us know that we should cancel further efforts in their behalf. When we have progressed so far as to get in touch with annuitants to establish their availability for a contemplated task, it requires tactful handling to avoid disappointment and irritation when the mission does not come off.

6. At present the Retirement Affairs unit consists of one officer and one clerk. More than an eight hour day is required to keep up with the unit's responsibilities for support and assistance to members of the Clandestine Service in retirement matters and for the fulfillment of other, and often sensitive, functions for the Clandestine Service Personnel Staff and the Personnel Evaluation and Counseling Staff. Additional manpower equal to the services of another officer and another clerk will be required to bring our strength up to a point at which we can handle the manual aspects of managing the reserve group, corresponding with former employees, and meeting the requirements placed on us by the operating components. Initially we will attempt to handle the responsibilities by adjustments within existing OPSER personnel resources. If it is decided that the unit will be responsible for

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the operation of a computer program to encompass the recording and recall of foreign national contacts for former employees, it is probable that a program manager at approximately the GS-09 level will be required as well.



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APPROVED:



Deputy Director for Plans

29 Feb 72
Date

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Retirement Affairs Unit Responsibility
for Clandestine Service Reservists

FROM:

EXTENSION

NO.

C/CSPS

DATE

1 March 1972

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

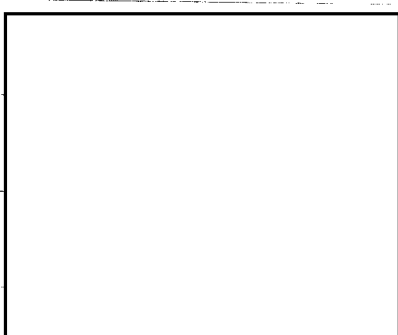
1.

OP/MMPD
304 Magazine3 Mar 72 *UH*

2.

Attn:

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3 Mar 72 *TRH*

4.

4 Mar 72 *UH*

5.

6 Mar 72 *UH*

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*5. File this with
our Civilian
Reserve papers.
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